

How to Complete an Application:

<https://www.lexingtonky.gov/jobs>

1. Below is the Careers Homepage. You will be able to search all of the available jobs that are currently open with LFUCG by selecting View All Jobs. If interested in a certain position title, you can search for it in the Search Jobs bar at the top of the page. You can also log into your account to review your in process application/ already submitted applications by clicking the My Job Applications tab. You can view the Current Job Openings and search for certain jobs without an account. To apply for an available job or to submit an application without a job posting, you must either make an account or sign in into your current account.

The screenshot shows the 'Careers' homepage. At the top is a dark blue header with the word 'Careers' in white. Below this is a light gray section containing a 'Search Jobs' bar. An arrow points to the search input field, which contains the placeholder text 'Search by job title, location, or keyword'. To the right of the input field is a button with two right-pointing chevrons. Below the search bar is a 'Welcome' message on the left and 'Sign In | New User' links on the right. A list of six menu items follows, each with an icon, a text label, and a right-pointing chevron. Arrows point to the first three items: 'View All Jobs' (document icon), 'My Job Notifications' (envelope icon), and 'My Job Applications' (briefcase icon). The remaining items are 'My Favorite Jobs' (star icon), 'My Saved Searches' (magnifying glass icon), and 'My Account Information' (person icon).

Careers	
Search Jobs	
Search by job title, location, or keyword	
»	
Welcome	
Sign In New User	
View All Jobs	>
My Job Notifications	>
My Job Applications	>
My Favorite Jobs	>
My Saved Searches	>
My Account Information	>

- a. First time users: *Note: Please only use this option if you have never made an account in the past. See directions for Returning user, if you have made an account in the past*
- i. You will begin by selecting, “New User”.

The screenshot shows the 'Careers' page header in a dark blue bar. Below it is a 'Search Jobs' section with a text input field containing the placeholder 'Search by job title, location, or keyword' and a search button with two right-pointing arrows. Under the search bar is a 'Welcome' section. To the right of 'Welcome' is a yellow-highlighted box containing the links 'Sign In | New User'. A black arrow points from the right towards this box. Below the 'Welcome' section is a list of user account options, each with an icon and a right-pointing chevron:

- View All Jobs (icon: document with star)
- My Job Notifications (icon: envelope)
- My Job Applications (icon: briefcase)
- My Favorite Jobs (icon: star)
- My Saved Searches (icon: magnifying glass)
- My Account Information (icon: person with gear)

- ii. Fill out your desired username, desired password, confirm the desired password, your First name, Last name, email address, and if you would like, your phone number.
- iii. Review the Terms and Conditions and if in agreement, check the box next to “I agree to the Terms and Conditions”
- iv. Click the green Register button in the top right hand corner.

New User Registration

Already Registered? [Sign In Now](#)

Register

*User Name

*Password

*Confirm Password

*First Name

*Last Name

*Email Address

Phone

Required

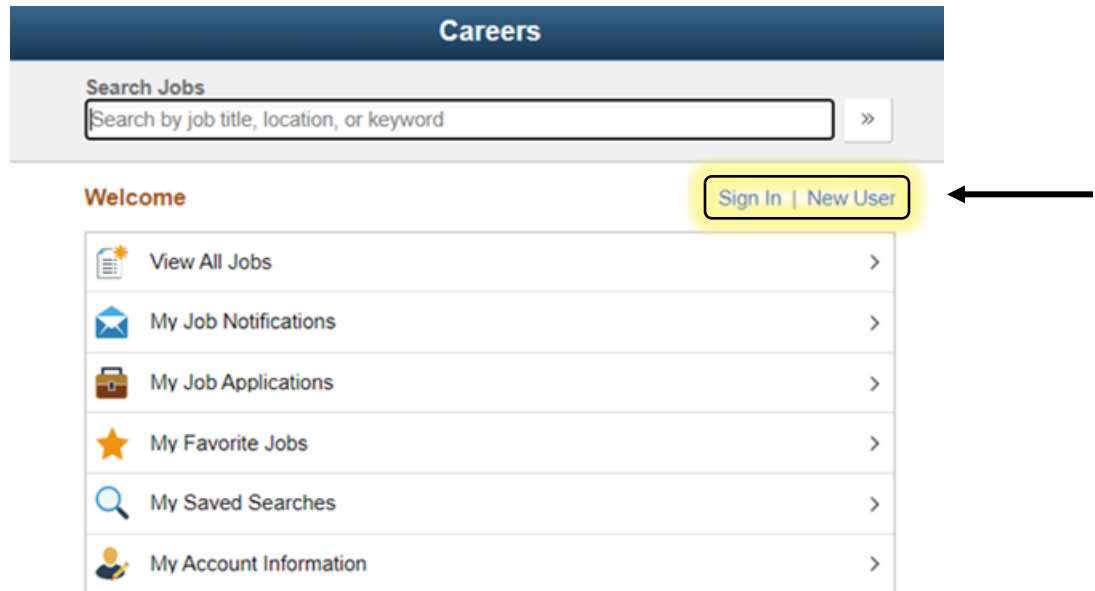
Optional

View Terms and Conditions

☐ I agree to the Terms and Conditions

b. Returning users:

i. You will begin by selecting, “Sign In”.



The screenshot shows the 'Careers' page header. Below the header is a 'Search Jobs' section with a text input field containing the placeholder 'Search by job title, location, or keyword' and a search button with a double arrow icon. Below the search section is a 'Welcome' section. To the right of the 'Welcome' section, the 'Sign In | New User' link is highlighted with a yellow box, and a black arrow points to it from the right. Below the 'Welcome' section is a list of links: 'View All Jobs', 'My Job Notifications', 'My Job Applications', 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information', each with an icon and a right-pointing arrow.

ii. Fill in your Username and Password, then click the green “Sign In” button to log in to your account.

- If you have forgotten your username or password, click the statement, “Forgot username” or “Forgot password”.



The screenshot shows the 'Sign In' form. The title 'Sign In' is at the top right of the form area. Below the title are two input fields: '*User Name' and '*Password'. To the right of each input field is a black arrow pointing left. Below the input fields is a green 'Sign In' button with a black arrow pointing left. Below the button is a yellow box containing the links 'Forgot User Name | Forgot Password', with a black arrow pointing left. At the bottom of the form, the text 'Are you a new user?' is followed by a blue link 'Register Now'.

- If you select, “Forgot username” it will ask for the email address that you used previously. Once you have entered your email address, select the green “Email User Name” button. Check your email for your username.

Forgot User Name ×

Your user name will be sent to the primary email address you have on file with us.

*Primary Email Address

- If you select “Forgot password” it will ask for your username that you either requested in the previous step or remembered. Once you have entered your username, select the green “Email New Password” button. Check your email for your new password. Go back to the “Sign In” screen and enter your username and new password and complete the prompts to creating a new password. Write down your username and password for your records and keep in a safe place.

Forgot Password ×

Please enter your User Name. Your new password will be sent to the primary email address you have on file with us.

*User Name

2. Now that you have signed in to your account, you may select the position you would like to apply for, in this example we will be applying for the Resource Recovery Operator (Waste Management) position.
 - a. You can find this job in two ways: The “Search Jobs” bar at the top of the Careers homepage or through “View all Jobs”.

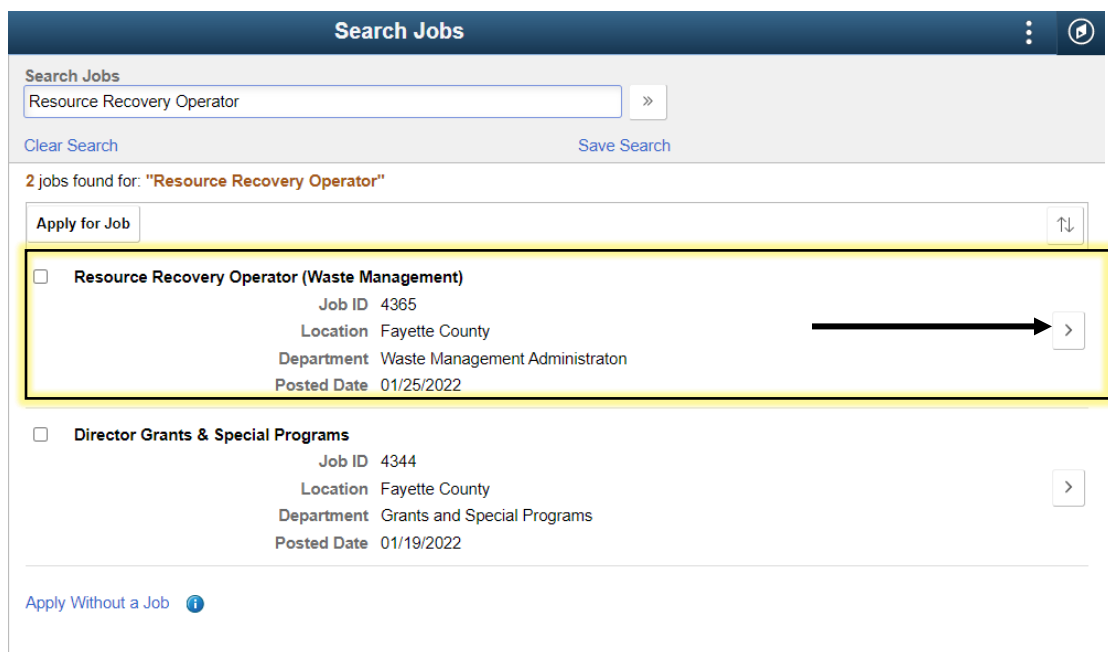
i. Search Bar

- You will type the position title name that you are wanting to submit an application on. Then click the double arrow button to start the search.



The screenshot shows a dark blue header with the word "Careers" in white. Below the header is a light gray search bar area. Inside the search bar, the text "Search Jobs" is in blue, and "Resource Recovery Operator" is entered in black. To the right of the text input is a white button with a double right arrow "»". A black arrow points from the right edge of the image to this button.

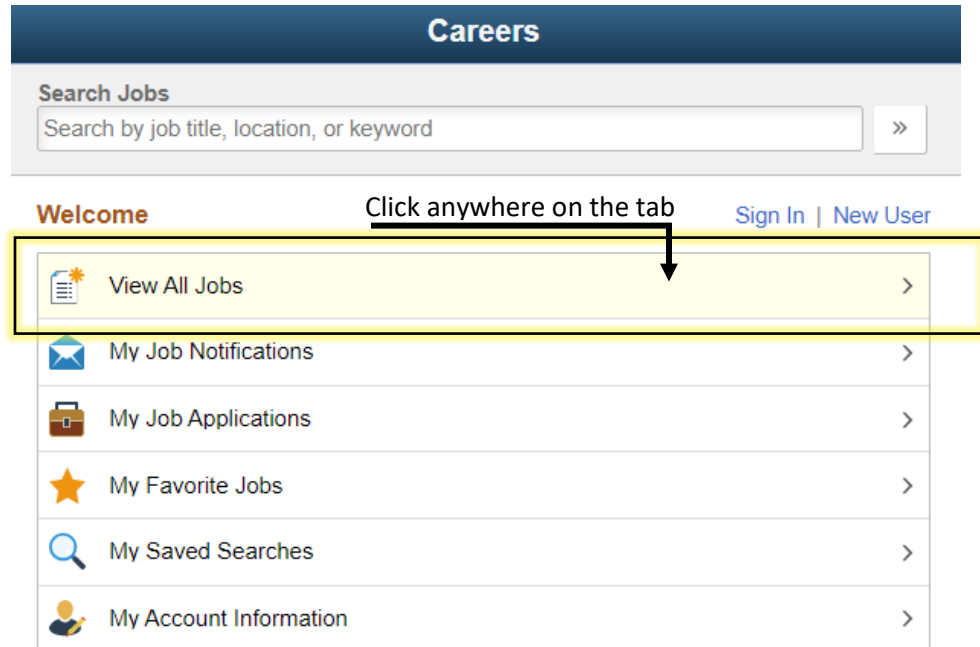
- The results will generate to a new page and you will click on the arrow on the far right of the job listing you would like to view.



The screenshot shows a search results page. At the top is a dark blue header with "Search Jobs" in white, followed by three vertical dots and a circular refresh icon. Below the header is a search bar with "Resource Recovery Operator" entered and a "»" button. Below the search bar are links for "Clear Search" and "Save Search". The results section is titled "2 jobs found for: 'Resource Recovery Operator'". There is an "Apply for Job" button and a sort icon. Two job listings are shown, each with a checkbox on the left and a right arrow button on the right. The first job listing is highlighted with a yellow border and has a black arrow pointing to its right arrow button. The first job is "Resource Recovery Operator (Waste Management)" with Job ID 4365, Location Fayette County, Department Waste Management Administrator, and Posted Date 01/25/2022. The second job is "Director Grants & Special Programs" with Job ID 4344, Location Fayette County, Department Grants and Special Programs, and Posted Date 01/19/2022. At the bottom left is a link "Apply Without a Job" with an information icon.

ii. View All Jobs

- On the Careers homepage, the top tab in the list of tabs is labeled “View All Jobs”.
- You can move your cursor over the tab and it will turn a pale yellow. You can now click on it to view all available positions.



- You can now see all jobs that are available by scrolling through the list, you can find the position you are wanting to view.

25 jobs found.

Apply for Job

Job ID 4367

Location Fayette County

Department Youth Prog-Partners for Youth

Posted Date 01/26/2022

< >

☐ **Project Manager (Facilities Management)**

Job ID 4323

Location Fayette County

Department Building Maintenance Admin

Posted Date 01/26/2022

>

☐ **Resource Recovery Operator (Waste Management)**

Job ID 4365

Location Fayette County

Department Waste Management Administraton

Posted Date 01/25/2022

>

☐ **Seasonal Laborer (Waste Management) FULL TIME TEMPORARY- UP TO 9 MONTHS**

Job ID 3708

Location Fayette County

Department Waste Management Administraton

Posted Date 01/25/2022

>

☐ **Vehicle & Equipment Technician (Fleet Services)**

Job ID 4355

Location Fayette County

Department Fleet Services Operations

Posted Date 01/24/2022

>

- b. Once you have located the position or positions you are interested in, you can find out all the details of the position by hovering over the arrow button on the far right and clicking it.

☐ **Resource Recovery Operator (Waste Management)**

Job ID 4365

Location Fayette County

Department Waste Management Administraton

Posted Date 01/25/2022

>

- c. You will now be able to read the Job Description, once finished, you can easily apply for the position by clicking on the green “Apply for Job” button at the top right hand of your screen.

[< Search Jobs](#)

Job Description

[< Previous Job](#)

Resource Recovery Operator (Waste Management)

[Next Job >](#)

Job ID 4365

Full/Part Time Full-Time

Location Fayette County

Regular/Temporary Regular

[☆ Add to Favorite Jobs](#)

[✉ Email this Job](#)

[Apply for Job](#)

SALARY

The minimum salary is **\$17.738 per hour.**
This is a non-exempt position eligible for overtime.

Pay Grade 513.

*** *NOTE: Please do NOT apply if you do not have a valid Commercial Driver's License (CDL)-Class B or Class A ***

FILING DEADLINE DATE

The deadline to apply is Monday, February 14, 2022

GENERAL DESCRIPTION

The purpose of this position is to perform work of considerable difficulty in operating heavy equipment including front-end dumpster trucks, rear loaders, automatic side loaders, and other equipment in the collection of refuse, recycling, and yard waste on an assigned route.

Works under direct supervision according to set procedures.

MINIMUM REQUIREMENTS

High school diploma, GED, or specialized vocational training; and, two (2) years of commercial driving experience operating heavy equipment *Over The Road* (experience preferred includes rear loader, automatic side loader, GNC, mini-loader, roll-off dumpster, and knuckle boom); or, an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

- Possession of a commercial driver license (class B) issued by the Commonwealth of Kentucky and a valid Department of Transportation Medical Examiner's Certificate.
- Knowledge of routing and service reporting software preferred.
- Must be available for emergency and on-call duty.

3. Now we will do a walkthrough of the application and all the information that is needed to complete it. *Remember* you can always save and finish your application later until the deadline date. Just select “Save as Draft” at the top of each screen beside the “Next” button.
- a. Section one of the application is the “Start” section. You will read the statement and then click on the “Terms and Conditions”. If after reading these, you are in agreement with the statements, you will click the box beside “I agree to the Terms and Conditions”. Then click the “Next” button at the top of the page in the right hand corner.

The screenshot shows the 'Apply for Job' interface for the 'Resource Recovery Operator (Waste Management)' position. The left sidebar lists four steps: 1. Start (In Progress, highlighted with a red circle), 2. Resume (Not Started), 3. Preferences (Not Started), and 4. Education and Work Experience (Not Started). The main content area is titled 'Step 1 of 8: Start' and contains a paragraph explaining the application process. Below the text, there are two arrows pointing right, followed by a link 'View Terms and Conditions' and a checkbox labeled 'I agree to the Terms and Conditions' which is checked. At the top right, there are two buttons: 'Save as Draft' (highlighted with a red box) and 'Next >' (with an arrow pointing to it from the right).

- b. Section two is to attach a resume to the application. You can either choose a previous resume that you have uploaded by selecting, “Use Existing Resume” or upload a new resume by selecting, “Attach Resume”. ***Important*** a resume does **not** replace any information that is needed within the application. You can attach a resume, but you will have to fill in all details from the resume to the application for it to be officially counted as experience towards the position. You do not need to attach a resume either. It is optional.

The screenshot shows the 'Apply for Job' interface for the 'Resource Recovery Operator (Waste Management)' position, Step 2 of 8: Resume. The left sidebar lists three steps: 1. Start (Complete), 2. Resume (In Progress, highlighted with a red circle), and 3. Preferences (Not Started). The main content area is titled 'Step 2 of 8: Resume' and 'Resume Attachment'. It contains a paragraph stating 'Resumes (Optional). If you don't have a resume, select the Next button.' Below this text are two buttons: 'Use Existing Resume' and 'Attach Resume'. At the top right, there are three buttons: 'Save as Draft', '< Previous', and 'Next >' (with an arrow pointing to it from the right). A text box on the right says 'Select one or skip by selecting “Next”.' with an arrow pointing to the 'Next >' button.

- c. Section three is Preferences. There are 10 questions that ask what you are looking for as far as time, location, and traveling within the position. You will answer all questions and select “Next” to go to the next section.

1 Start Complete	Step 3 of 8: Preferences	*7. I want to work the following shift(s)
2 Resume Complete	Job Preferences	<input checked="" type="checkbox"/> Not Applicable
3 Preferences In Progress	1. I can start my new job on or after	<input type="checkbox"/> Day
4 Education and Work Experience Not Started	<input type="text" value="10/04/2021"/>	<input type="checkbox"/> Evening
5 Questionnaire Not Started	2. I am looking for the following kind of job	<input type="checkbox"/> Night
6 Applicant References Not Started	<input checked="" type="radio"/> Regular	<input type="checkbox"/> Compressed
7 Self-Identify Not Started	<input type="radio"/> Temporary	<input type="checkbox"/> Rotating
8 Review and Submit Not Started	<input type="radio"/> Either	<input type="checkbox"/> Any
	3. I want to work the following kind of employment	8. I want to work this number of hours (per week)
	<input checked="" type="radio"/> Full-Time	<input type="text" value="40"/>
	<input type="radio"/> Part-Time	
	<input type="radio"/> Either	9. I require a minimum pay of
	4. I am willing to travel	Amount
	<input type="radio"/> Never or rarely	<input type="text" value="15.024"/>
	<input type="radio"/> Up to 25% of the time	Currency
	<input checked="" type="radio"/> Up to 50% of the time	<input type="text" value="USD - US Dollar"/>
	<input type="radio"/> Up to 75% of the time	Frequency
	<input type="radio"/> Up to 100% of the time	<input type="text" value="Hourly"/>
	5. I am willing to relocate	10. I would prefer a work location in or around
	<input type="text" value="No"/>	My First Choice
	6. I am available to work the following days of the week	<input type="text" value="Fayette County"/>
	<input checked="" type="checkbox"/> Monday	My Second Choice
	<input checked="" type="checkbox"/> Tuesday	<input type="text" value="Jessamine County"/>
	<input checked="" type="checkbox"/> Wednesday	Comments about where I prefer to work
	<input checked="" type="checkbox"/> Thursday	<input type="text"/>
	<input checked="" type="checkbox"/> Friday	
	<input type="checkbox"/> Saturday	
	<input type="checkbox"/> Sunday	

- d. Section four is Education and Work Experience. This is the section that you will need to be very detailed and thorough. Any experience, education, job training, certificates/licenses, or language skills that you may have need to go in this section. By providing details on all responsibilities held within each position, you allow yourself more opportunity to get reimbursed for your experience. The “Add Attachment” button is to upload your diplomas, certificates, licenses, etc. that will help prove that you do have the education and experience that you are listing below. Everything in this section allows you to meet the minimum qualifications of the position plus will be used to calculate your hourly pay, if offered the position. To add a new “Work Experience”, “School Education”, or “Degrees”, you will select the “+” that is located below each title of the section. Once all information is filled in, select “Next” to move on to the next section. ***Reminder*** your resume will not be considered when calculating education, experience, or later down the road, pay.

1 Start Complete

2 Resume Complete

3 Preferences Complete

4 Education and Work Experience In Progress

5 Questionnaire Not Started

Save as Draft

< Previous

Next >

Step 4 of 8: Education and Work Experience

Attachments

You have not added any attachments.

Add Attachment

Education History

Highest Education Level

Work Experience (Required)

+

Employer	Job Title	Start Date	End Date
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Job Training

You have not added any training information.

Add Job Training

School Education (Required)

+

Education Level

High School/GED >

Degrees

+

Degree

Bachelor of Science >

Licenses & Certifications

You have not added any licenses & certifications.

Add Licenses & Certifications

Language Skills

You have not added any language skills.

Add Language Skills

- e. Section five is the Questionnaire. You will be required to answer all questions on this screen. Read each question careful, and follow the directions on the question(s) that are open ended. Once you have properly answered all questions, select “Next” to move on.

1 Start
Complete

2 Resume
Complete

3 Preferences
Complete

4 Education and Work Experience
Complete

5 Questionnaire
In Progress

6 Applicant References
Not Started

7 Self-Identify
Not Started

8 Review and Submit
Not Started

Save as Draft

< Previous

Next >

Step 5 of 8: Questionnaire

Skills Questionnaire

Questions marked with an * are required. You are required to answer all the mandatory questions.

Please answer the following questions as carefully as possible.

*1. Do you have a valid Commercial Driver's License (CDL)? (Proof of valid license must be submitted before any offer can be extended.)

☐ No

☐ Yes

*2. Are you at least 18 years of age or older as of the date of your application?

☐ No

☐ Yes

*3. After reviewing the job posting, which includes essential job tasks, can you perform the essential job duties and responsibilities of the position (with or without reasonable accommodation)?

☐ No

☐ Yes

*4. Have you been suspended, dismissed or forced to resign from employment (other than due to reduction in force or lay-off) within the last 12 months?

☐ No

☐ Yes

*5. Have you ever been convicted of a felony? Please note: A conviction is not an automatic rejection. Specifics will be reviewed under KRS 335B.020.

☐ No

☐ Yes

*6. Have you ever been convicted on any misdemeanor? Please note: A conviction is not an automatic rejection. Specifics will be reviewed under KRS 335B.020.

☐ No

☐ Yes

*7. Do you have any relatives (spouse, children, parents, siblings, grandparents, grandchildren, uncles, aunts, nephews, nieces, cousins, step-parents, stepsiblings, half siblings, siblings' spouses, mother-in-law, father-in-law) currently employed with LFUCG? Answering "yes" does not prohibit potential employment.

☐ No

☐ Yes

*8. If you answered "Yes" to the previous question, please list each employee's name and the division in which they work. If you answered "No", please type in "NA".

Word Count

Total Words 0

*9. How did you hear about this position?

☐ Newspaper Ad

☐ LinkedIn

☒ Facebook

☐ Twitter

☒ Email Blast

☐ Employee Referral

☐ Handshake

☐ Lextropolis

☐ Professional Website

☐ Kentucky Career Center

☐ Friend Referral

☐ ZipRecruiter

☐ Indeed

☐ Diversityrecruiting.com

☐ lexingtonkv.aovjobs

- f. Section six is Applicant References. This is where you will list the previous bosses, supervisors, or co-workers that you have had that can speak on your ability to perform the position that you are applying for. Click on the “+” below references to add each reference. You can list personal references here, but we will want at least two professional references as well. Once you have fill in your references, you will select “Next” to move on.

Save as Draft < Previous Next >

Step 6 of 8: Applicant References

References

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Reference	Title	Employer
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- g. Section seven is Self-Identity. You will be asked about your military background, gender, and ethic group in the next two pages. If you would like to have military preference, select “I qualify for Military Preferences” and before submitting your application, return to the “Education and Work Experience” section and add your DD-214 by using the “Add Attachment” button. This gives you preference when it comes time for interviews. If you don’t qualify, select “I am not requesting Military Preference or cannot otherwise provide a copy of the DD-214”.

Save as Draft < Previous Next >

Step 7 of 8: Self-Identify - Veteran

▼ Military Preference

"Military Preference" - will be provided in accordance with LFUCG Ordinance Sec. 21-11.

Invitation to Self-Identify

Choose One:

Please note, in order to receive Military Preference you must:

- **Submit the required documentation for review.** Your DD-214 can be uploaded under the Education and Work Experience section of the application by selecting "Add Attachment". Providing the documentation alone does not guarantee Military Preference. If you have already submitted documentation and have been granted preference, there is no need to resubmit the information.
- You may choose to provide the required documentation by fax to (859) 258-3059 or in person or by mail by the application filing deadline date to Lexington-Fayette Urban County Government, 200 E Main St., 8th Floor, Lexington, KY 40507. Please call (859) 258-3030 if you need further assistance.

☐ I qualify for Military Preference.

☒ I am not requesting Military Preference or cannot otherwise provide a copy of the DD-214. ←

Reasonable Accommodations Notice

If you are a disabled veteran, it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be used only in ways that are consistent with the Americans with Disabilities Act.

Please contact the Division of Human Resources at (859)258-3030 to request accommodations.

Once this is completed, you will select “Next” and this page will ask for your gender and ethnic group. You can choose to fill these in or you can choose to decline to answer. How you answer these questions will have no impact on the hiring process.

Save as Draft

< Previous

Next >

Step 7 of 8: Self-Identify - Diversity
You are invited to provide the information requested regarding diversity.

Diversity
Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity.
The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender
What is your gender?
☐ Female
☐ Male
☐ I decline to answer

Ethnic Identification
What is your ethnicity?
You have not added any ethnic groups.

Add Ethnic Group

☐ I decline to answer

- h. Section eight is the final section. This is where you will review all sections and, if needed, go back and make changes to your application. Once you feel confident that you have completed your application, you will select “Submit”. The application will then be sent to the HR Generalist that is in charge of finding an employee for the position. Once the job has closed, you can then contact Human Resource to see what is going on within the hiring process. If you decide that you no longer want the position, you can always withdraw your application by going to the “My Job Application” tab on the Careers Homepage and selecting “Withdraw” by the correct position name.

Resource Recovery Operator (Waste Management)

Save as Draft

< Previous

Submit

1 Start
Complete

2 Resume
Complete

3 Preferences
Complete

4 Education and Work Experience
Complete

5 Questionnaire
Complete

6 Applicant References
Complete

7 Self-Identify
Complete

8 Review and Submit
In Progress

Review your application and make any changes before submitting.

Step 8 of 8: Review and Submit

My Contact Information

Resume Attachment

Attachments

Preferences

Education History

Work Experience

Job Training

School Education

Degrees

Licenses & Certifications

Language Skills

References

Veteran

Diversity

Skills Questionnaire

Things to Remember:

- Resumes will not be accepted in lieu of an application.
 - You must complete the **entire** application, including all work history and education.
 - Please include all related work experience on the application to receive credit.
- All incomplete applications will be rejected.
- Remember you can always save your application as a draft and come back to it later, but once you have submitted the application, you can no longer make changes.
 - However, you can withdraw an application and resubmit a new application to the same job position, if needed.

If you have any questions while you are filling out an application, please contact us at:

Lexington-Fayette Urban County Government- Division of Human Resources

Phone number: 859-258-3030

Hours of Operation: Monday- Friday 8 a.m. to 5 p.m.

Email: jobs@lexingtonky.gov